



*"Train up children in the way they should go and when they are old they will not depart from it."*  
Proverbs 22:6

#### VISION

A hope filled Christian community pioneering personalised real-world education.

#### MISSION

Christ-centred K-12 education that inspires, nurtures and equips students to connect learning to life.

#### VALUES

##### Christian To The Core:

- We lead with innovation
- Commit to personalise learning
- Embrace partnerships
- And seek to Serve

## POSITION DESCRIPTION

<b>TITLE:</b>	Learning Management System (LMS) and Head of Secondary Administration Support
<b>AREA OF APPOINTMENT:</b>	Administration
<b>AWARD:</b>	Educational Services (Schools) General Staff Award 2010 and in the staffing policy statements of the Board of Leighland Christian School.
<b>CLASSIFICATION:</b>	Admin Level 4.2
<b>LOCATION:</b>	Ulverstone and Burnie Campus
<b>TERMS OF EMPLOYMENT:</b>	Part-time: 25 hours per week (9am – 2.30pm 5 days a week, including one day in Burnie campus per fortnight.)  The role commences February 2025 and concludes 12 December 2025; school terms only during the year.
<b>LINE OF RESPONSIBILITY:</b>	Deputy Principal and Deputy Head of Campus Burnie for LMS role and Head of Secondary – Ulverstone Campus Principal for Admin support role.
<b>POSITION OBJECTIVE:</b>	The Learning Management System Admin, Ulverstone, and Burnie Campus and Head of Secondary (HoS) Administration support will be responsible for providing administrative support with the Learning Management System, SIMON, in collaboration with the Deputy Principal and Deputy Head of Campus Burnie, providing administration support to the teaching staff across both campuses. This role will also provide administrative support to the Head of Secondary on the Ulverstone campus.
<b>KEY WORKING RELATIONSHIPS:</b>	<ul style="list-style-type: none"><li>• Report to the Deputy Principal in Ulverstone and Deputy Head of Campus Burnie for all administration standards and practices in relation to the LMS, SIMON. Work closely with teachers assisting where there is a need.</li><li>• Provide administrative support to the Head of Secondary as required.</li></ul>
<b>PERSONAL SKILLS, KNOWLEDGE, AND EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Must be an active Christian, attending regular fellowship and church and uphold the standards of the Leighland Lifestyle Clauses.</li><li>• Relevant administration experience.</li><li>• Must be a team player.</li></ul>

- High level computing skills, with the willingness and ability to be trained in the use of SIMON.
- High level of attention to detail.
- Time management and organisational skills.
- Effective communication and interpersonal skills.
- A commitment to ongoing training and professional development.
- Be part of the Annual Review process.
- Participate in the staff devotion, prayer and staff sharing times.
- Current Working with Vulnerable People Card.
- Driver's License.

#### **SPECIFIC AREAS OF RESPONSIBILITIES - LMS**

- General admin tasks.
- Data entry uploading, course outlines, curriculum, rubrics, assessment tasks, any LMS administration teachers need support with (not assessment or curriculum planning, it is purely administration support and data entry).
- Other duties as required by the Deputy Principal.

#### **SPECIFIC AREAS OF RESPONSIBILITIES - Admin**

- Provide Personal Assistant functions for the Head of Secondary, including managing email, mail, and telephone correspondence in a timely manner as required
- Responsible for Special Projects from time to time as required by the HoS
- Liaise with parents and communicate on school matters on behalf of the HoS as required
- Prepare meeting Agendas and keep Minutes as required for HoS meetings
- Set appointments for parents and staff with the HoS as required.
- Word processing/distribution of correspondence, reports, policy documents, minutes etc on behalf of the HoS
- Arrange meetings for the HoS, including travel logistics, room bookings, catering, and technology.
- Manage the HoS calendar and scheduling, assessing meeting requests, prioritising matters of urgency and redirecting matters as appropriate. Use discretion, diplomacy, and initiative to prioritise and manage enquiries, requests and complaints and recording in our Electronic Risk Management system (ERM).
- Ensure that the HoS has relevant files and information for meetings.
- Ensure items from meetings are actioned in a timely manner.
- Support the HoS in managing key projects and programs within the School, including monitoring of the HoS tasks and deadlines.
- Be part of the Administration Annual Review process.
- Participate in the Administration devotion/prayer and team meetings.

#### **PRE-AMBLE**

Leighland Christian School is committed to providing a safe and effective workplace in accordance with the application of contemporary management practices and principles. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. Smoking is prohibited in any building, on the grounds or in any school LCS vehicle.

All employees are expected to work in accordance with the prescribed policies especially in relation to matters pertaining to areas of WH&S, Mandatory reporting, Confidentiality, Duty of Care, Privacy and Legal issues.

## WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
  - (a) Take reasonable care for his/her own health and safety.
  - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
  - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act.
- Cooperate with any reasonable policy or procedure of the school relating to health and safety.
- Report any potential hazards or perceived risks promptly using the school's online forms.
- Report any incidents involving injury to themselves or others as soon as possible.
- Complete an online Health and Safety Induction.

## CHILD SAFE STATEMENT

Leighland Christian School is committed to providing a child safe environment. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability. All staff at Leighland Christian School are required to complete the School's child protection training program. The staff handbook contains copies of the School's Child Protection and Safety Policy, Child Safety and Mandatory Reporting Policy and the Child Safety Code of Conduct, which all staff are required to read.